

NEW ENGLAND INSTITUTE OF TECHNOLOGY LEARNING RESOURCES CENTER

TECHNOLOGY PLAN

VISION STATEMENT

As part of the College's distributed learning initiative, the Learning Resources Center (LRC) will use technology to provide a range of alternative means of accessing opportunities to learn. By offering resources in an anytime, anywhere environment, library users will be given the flexibility to access information at a time and place of their choosing. This easy access to educational resources is designed to be the positive experience which encourages library users to develop lifelong learning habits.

TECHNOLOGY ASSESSMENT

Hardware and Software (located in the Learning Resources Center):

Online Catalog Server – (Installed July 1997)

- Gateway E3100 Pentium
- Operating System: Oracle/Windows NT (Service Pack 3--will be upgraded to 5 in November). Integrated Library System: Library●Solution (version 1.4.201.0) (vendor: The Library Corporation) with online catalog, circulation and cataloging modules accessible via a browser.

Patron Workstations (Reference) – (2 each added August '95, August '96, July '97)

- 6 Gateway Pentium workstations with 17" monitors (4 are model P5-120, 2 are model E3000)
- Windows 95, Microsoft Internet Explorer (version 4.72.3110.8), Netscape Navigator (version 4.08), CD-Net (version 6.15). Online access to EBSCOhost (*Academic Abstracts FullText Ultra, Business Source Plus, Health Source Plus, and Clinical Reference Systems*)

Patron Workstations (Online Catalog Only) – (1 planned for October 1999, 4 planned for January 2000)

- 1 Pentium Workstation for Access Road campus (October 1999), 4 Pentium workstations (January 2000)
- Windows 95, Netscape Navigator (version 4.08)

Staff Workstations –

- 6 Gateway Pentium workstations (4 model P5-75, 1 model P5-100, 1 model P5-200) and 1 IBM M486DXI

- Windows 95, Microsoft Internet Explorer (version 4.72.3110.8), Netscape Navigator (version 4.08), Microsoft Office 97 (Word, Excel, Access, PowerPoint and Outlook), WordPerfect 6.1 for Windows, OCLC Passport for Windows (version 1.10.28), CD-Net (version 6.15), OCLC Cataloging Label Program (version 1.10.212), Ultracard/MARC (version 4.5), Library of Congress' Classification Plus (1999, issue 2), Baker & Taylor Title Source for Windows (version 1.2)

CD-ROM Tower –

- Meridian 556/M, 14-drive CD-ROM tower
- CD-Net (version 6.15) tower management software, CD-ROM Reference titles: *The New York Times* (full text from 1993-), *SIRS Government Reporter* and various dictionaries, encyclopedias, and reference works

Printers --

- 1 Hewlett-Packard LaserJet 4SI, 1 Hewlett-Packard LaserJet 4Plus, 1 Hewlett-Packard LaserJet 2P Plus, 1 Panasonic KX-P2123 dot-matrix, 4 Panasonic KX-P3624 dot-matrix

Telecommunications and Internet Services:

- Upgrade to full T1 line access to the Internet for the 400 computers on campus (by November)
- Internet Service Provider: IBM Global Network Services

Staff:

- 8 staff members with an M.L.S. (Director, Catalog Librarian, 4 part-time Reference Librarians, 2 part-time Circulation Assistants): 2 Reference Librarians and 2 Circulation Assistants have teaching experience. 2 Reference Librarians have recently gone for intermediate and advance training for ILL at NELINET.
- 1 staff member with a bachelor's degree enrolled in library school (Circulation Assistant)
- 2 staff members with bachelor's degrees (1 with 23 years library experience, 1 with 7 years library experience)
- 1 staff member with 2 years of college and 12 years library experience
- The College offers some training in computer applications which staff members have attended.
- When needed, the staff has been offered in-service training (computer applications and management of Library•Solution modules).

GOALS, OBJECTIVES, ACTIVITIES

Introduction

The Learning Resources Center has been steadily working to provide more resources in a distributed, electronic environment. The major developments in the LRC's progress toward that end are provided in the *Library Technology Timeline* (attached). The goals, objectives and activities below outline the continued process toward more comprehensive information dissemination and resource sharing.

Goals in the following portion of the Technology Plan are indicated by G and a number, Objectives by O and a number, and Activities by A and a number. Dates for completion are listed in parentheses after each item. If the item has already been completed, it will be identified as such.

- G1. To provide full online access to full-text periodicals, indexing and abstracting (7/00)
 - O1. Select and implement access to online general interest, medical and business journal databases (3/00)
 - A1. Research available appropriate resources (completed 10/98-1/99)
 - A2. Test selected resources (completed 12/98-1/99)
 - A3. Select a product (EBSCOhost databases were selected) (completed 2/99)
 - A4. Add product and justifications to budget proposal (completed 2/99)
 - A5. Implement use of the product on campus (completed 8/99)
 - A6. Implement use of the product off campus to the college community (10/99)
 - O2. Add appropriate online technical journal database (7/00)
 - A1. Research available technical resources
 - A2. Test selected databases
 - A3. Select a product
 - A4. Add product and justifications to budget proposal

- A5. Implement use of the product on campus
- A6. Implement use of the product off campus to the college community
- G2. Provide OCLC and online catalog access to in-house periodical holdings (12/02)
 - O1. Using OCLC, catalog remaining print and microfilm periodicals available in-house (12/01)
 - A1. Secure cataloging data for each in-house periodical title (project started 8/99, target date for completion: 12/99)
 - A2. Catalog all technical periodical titles which are less likely to be available in other local library collections (12/00)
 - A3. Catalog all general periodical titles (12/01)
 - O2. Make in-house periodical records available on the online catalog (12/02)
 - A1. Investigate additional modules of Library●Solution to provide current check-in information for serials in the online catalog (12/99)
 - A2. Add pricing and purchase justification to budget for additional module(s) (2/00)
 - A3. Import all cataloging data into the Library●Solution database (12/01)
 - A4. Barcode all bound periodical volumes
 - A5. Add barcode information to periodical records
 - A6. Revise records to include detailed holdings information
 - O3. Add hyperlinks to periodical web sites (12/02, ongoing maintenance)
 - A1. Determine if periodical titles have web sites (completed 4/99)
 - A2. Retest hyperlinks to ensure validity
 - A3. Add hyperlinks to 856 tag (Electronic Location and Access)
 - A4. Develop knowbot to continuously test validity of hyperlinks (01/01)

- G3. Provide increased access to LRC's resources (7/00)
Since 1992, all monographic holdings have been available on OCLC. This portion of the plan would provide access to the LRC's Library •Solution online catalog which will enable access to status (e.g. available, checked out, lost, etc.) and location for all holdings.
- O1. Develop a comprehensive home page for the Learning Resources Center within the College's website (7/00)
- A1. Develop text which includes information about the LRC and its services
 - A2. Provide a link to the online catalog
 - A3. Provide a link to the online periodical databases (passworded and only available to the NEIT community due to licensing agreements)
 - A4. Prepare and make available through the website all booklets in the *Subject Resource Series*, the *Writing Skills Series*, the *Library Skills Series*, the *Special Topics Series*, the *Faculty Series* and the *Faculty Development Bibliography Series*
- O2. Provide access to the LRC's online catalog via the Internet (3/00)
- A1. Make the catalog available from all workstations on campus
 - A2. Make the LRC's online catalog available off campus to the college community
 - A3. Make the LRC's online catalog available to the general public through the College's web site
- G5. Work with the Associate Provost and the Director of the Center for Distributed Learning to ensure that campus resources will support technological choices made for the Learning Resources Center (annual as part of budget process January to March of each year)
- O1. Assess software/database needs in preparation for annual budget (December/January of each year)
- A1. Analyze usage of current resources in order to identify gaps in the resources available
 - A2. Evaluate, test and select new resources based on the analysis in A1

- A3. Add resources with their justifications to budget proposal (February of each year)
- O2. Maintain equipment with sufficient capacity to support added resources or new technologies (January of each year)
 - A1. Assess workstations in relation to new software or technologies that are selected
 - A2. If needed, select and cost out additional equipment or enhancements to accommodate software requirements
 - A3. Add equipment with justifications to budget proposal (February of each year)
- O3. Ensure that staff is properly trained in new technologies and resources (January of each year)
 - A1. Based on information gather in O1 and O2 above, identify professional development needs
 - A2. Identify training sources in preparation for annual budget (December/January of each year)
 - A3. Add funding for professional development with justifications to budget proposal (February of each year)
- O4. Ensure that the college community is properly trained in new technologies and resources (ongoing)
 - A1. Reference staff will evaluate bibliographic instruction to determine if new technologies and resources are fully incorporated into instruction
 - A2. Based on the evaluation, reference staff will develop new teaching materials and techniques incorporating new technologies and resources
 - A3. When possible, newly developed training materials will be made available on the LRC's web page

LEARNING RESOURCES CENTER LIBRARY TECHNOLOGY TIMELINE

1989-March	New England Tech joins OCLC/NELINET and begins all cataloging and retrospective conversion online
1990	Most book ordering performed online with Baker & Taylor Books
1990-August	Begin Interlibrary Loan online through OCLC
1992-August	Retrospective conversion completed
1995-August	Install 14-drive CD-ROM tower (with <i>Academic Abstracts</i> , <i>The New York Times</i> and other reference tools), two workstations and one laser printer in the Reference Room
1995-Sept./Oct.	Network CD-ROM tower to LRC staff computers
1996-July	Add two additional workstations and printer in Reference Room
1997-July	Install Online Public Access Catalog (on two additional workstations in Reference Room)
1997-July-Oct.	Collection barcoded
1998-April/May	Reference workstations upgraded to Windows '95 allowing access to the online catalog at all reference workstations
1999-June	Network wiring completed and 24-port hub added so that 4 online catalog-only workstations can be added to other levels of the LRC and one workstation can be added at the Access Road campus
1999-August	Online subscription with EBSCOhost established, providing access to over 1,000 online full-text periodicals from on-campus computers
1999-Sept.-Oct.	Information disseminated to the college community on accessing EBSCOhost from any computer with Internet access